

STATEMENT OF WORK (SOW)

FEDERAL AVIATION ADMINISTRATION'S Enterprise Services Center (ESC) Aerospace Medical Research Equipment Upgrade

February 4, 2009

CONTRACT:

TASK NAME: Aerospace Medical Research Equipment Upgrade

TASK TYPE:

1. INTRODUCTION:

1.1. Organization:

Aerospace Medical Research Division, Civil Aerospace Medical Institute (CAMI), Oklahoma City, Oklahoma.

1.2. Project Background and Objectives:

The Aerospace Medical Research Division (AAM-600) provides two important functions within Aerospace Medicine Research. The two functions are split between the Bio-aeronautical Sciences Research Lab (AAM-610) and the Protection and Survival Research Lab (AAM-630).

AAM-610 supports aircraft accident investigation through medical and toxicological analysis. In the process, researchers develop improved analytical procedures and evaluate pilot performance - related aspects of drugs and alcohol. The lab maintains a database of medical and accident data to support research activities regarding pilot certification and performance. The lab researches and analyzes atmospheric and radiation data relative to aircraft occupant safety and health. The lab completes additional studies in cooperation with academia, industry and other government agencies.

AAM-630 is responsible for biodynamic and cabin evacuation research to improve occupant survivability in aircraft accidents. This includes physiological aspects of altitude and the aircraft environment research to support improved protective systems and safety procedures. The lab is also involved in medical and vision research to support the certification of aircrews.

The bottom line is these applied medical research teams evaluate the adverse events that occur in aerospace operations and discover methods to enhance human safety, security, health and performance.

To perform these unique research missions, both of these labs maintain sophisticated, highly technical pieces of equipment. The last time there was an equipment refresh was in the year 2000 timeframe. The majority of the equipment operates with computer processors. There was a concern the equipment would be impacted by the Y2K issue. Fortunately for the organization, Y2K monies were used to purchase and/or upgrade existing pieces of equipment. Once again, there has not been an equipment refresh program and the equipment has reached or passed its useful life.

2. SCOPE:

2.1. In accordance with Acquisitions Management System (AMS), the Contractor shall provide the necessary functional personnel with knowledge of the Joint Resources Council (JRC) process as defined in the FAA Acquisition System, specifically in assisting in the development of documentation to support the approval and receipt of Facilities & Equipment (F&E) investment funding. The following will be accomplished through two phases: phase 1 – assist in developing the Mission Needs Statement and Requirement Documents. The second phase includes assisting in developing program requirements, Exhibit 300 Program Baseline and any additional required documentation

3. QUALIFICATIONS REQUIREMENTS:

3.1. The contractor shall be responsible for employing qualified personnel to support the Aerospace Medical Research Division (AAM-600) and the Program Management Staff (AAM-006). AAM-600 will assist with defining the equipment needs and AAM-006 is the liaison for the budgetary development. The contractor's personnel will be consulting this organization and providing assistance with developing the required documentation related to the Joint Resources Council (JRC) process. This knowledge will be of a functional expertise and includes knowledge of the process and all required documentation that must be submitted to secure F&E funding. The Contractor must have the personnel, organization, and administrative control necessary to ensure that each phase is completed satisfactorily and on schedule. If questions arise that the Contractor is using other than qualified personnel, the Contractor shall provide the necessary documentation to establish that personnel do possess proper qualifications and experience.

4. SERVICES/DELIVERABLES:

Contractor shall provide the necessary functional personnel with knowledge of the Joint Resources Council (JRC) process as defined in the FAA Acquisition System, specifically in assisting in the development of documentation to support the approval and receipt of Facilities & Equipment (F&E) investment funding.

4.1. PHASE 1: Contractor shall participate and provide support to the FAA's Program Manager and other selected personnel in developing the Mission Need Statement and the Concept Requirement Definition Documents, which include but not limited to the Shortfall Analysis, the Range of Alternatives, the Concept of Use, the Preliminary Requirements, the Rough Order of Life Cycle Cost, and the Investment Analysis Readiness Decision document.

4.2. PHASE 2: Contractor shall participate and provide support to the FAA's Program Manager and other selected personnel in developing the following documentations: the Program Requirements, the Business Case Analysis Report (BCAR), the Exhibit 300 Program Baseline, and the Implementation Strategy and Planning Document.

Performance Objective	Performance Threshold
PHASE 1: Mission Needs Statement	NLT 10 April 2009 or 35 days from start date
Concept Requirement Definition Documents	
PHASE 2: Program Requirements	NLT 20 May 2009 or 37 days from end of Phase 1

5. GOVERNMENT RESPONSIBILITIES:

5.1. The Government shall be responsible for the following:

5.1.1. Identify the CAMI Program Manager.

5.1.2. A Background security clearance is required for all contractors on this task.. Contractor shall comply with all applicable DOT, FAA and local security directives while performing under this contract. In lieu of an escort, the Government shall require all persons working in this contract to provide personal background security investigation prior to being permitted access to FAA facilities, information or property. If Government property is involved, the contractor shall comply with all DOT, FAA and local directives and any special requirement mandated by the Contracting Officer regarding accounting, control, and physical security of such property and provide an audit trail on acquisition, storage and use of Government of contractor purchased Government property, supplies and equipment. All data in this task will pertain to the Privacy Act.

5.1.3 The Government shall provide desk space, terminals, telephone service, User-ID and passwords and access to the client server hardware as appropriate and necessary through the duration of this task.

6. PERSONNEL and SUPERVISION:

Task Staffing: Contractor shall provide the necessary functional personnel with knowledge of the Joint Resources Council (JRC) process as defined in the FAA Acquisition System, specifically in assisting in the development of documentation to support the approval and receipt of Facilities & Equipment (F&E) investment funding.

6.1.1 Travel: Travel may be required of the contractor for this task to attend meetings to compile requirements unique to the Aerospace Medical Research Division's equipment requirements. Reimbursement for this travel cost shall not exceed the rated and expenses allowed by the Government Travel Regulations (GTRs) to a government employee traveling under similar circumstances and will not exceed the maximum limits authorized in this task.